DATALOY SYSTEMS

USER MANUAL – BOOKING & OPERATIONS

BOOKING CARGO

WORKING WITH BOOKINGS

16 August 2004

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REVISION HISTORY

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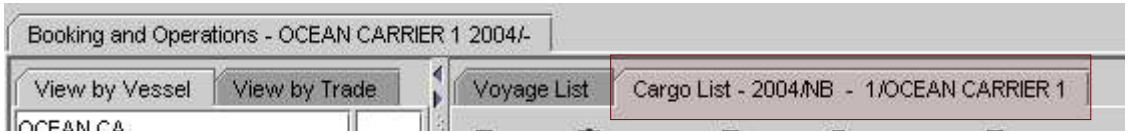
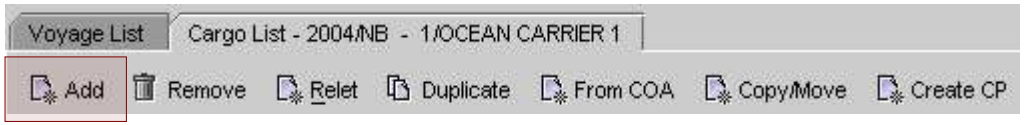
1 Accessing the Booking Screen

- Booking of cargo is done in the Booking and Operations module
- To access the Booking and Operations Module, select Modules -> Booking and Operations -> Booking and Operations from the menu bar and then enter the Cargo List screen.
- For details how to get there and general details on navigating the module, read the Booking and Operations Basics manual



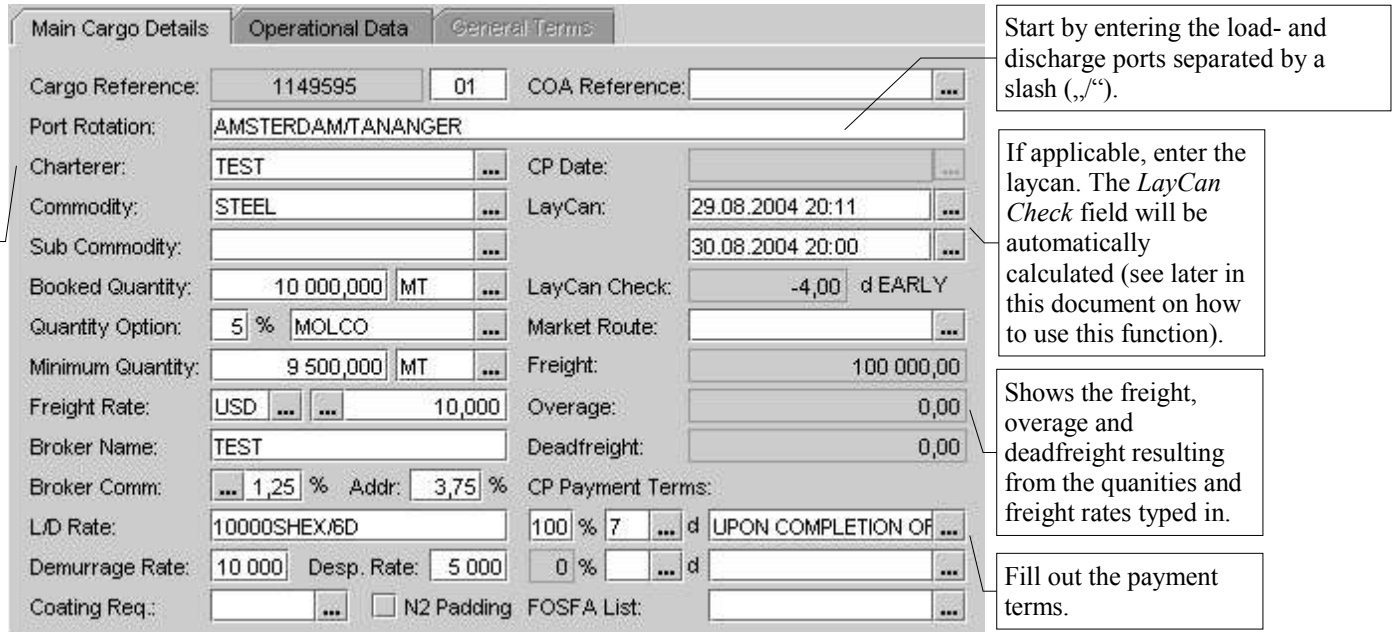
2 Creating a New Booking

- To create a new booking from scratch, click the **Add** button on top of the Cargo List:



- This will result in a new entry in the Cargo List and a blank entry form for filling out the booking details

2.1 Filling in the Main Cargo Details



Enter the name of the charterer, commodity, booked quantity, options, freight rate, brokers and terms for laytime.

Start by entering the load- and discharge ports separated by a slash („/“).

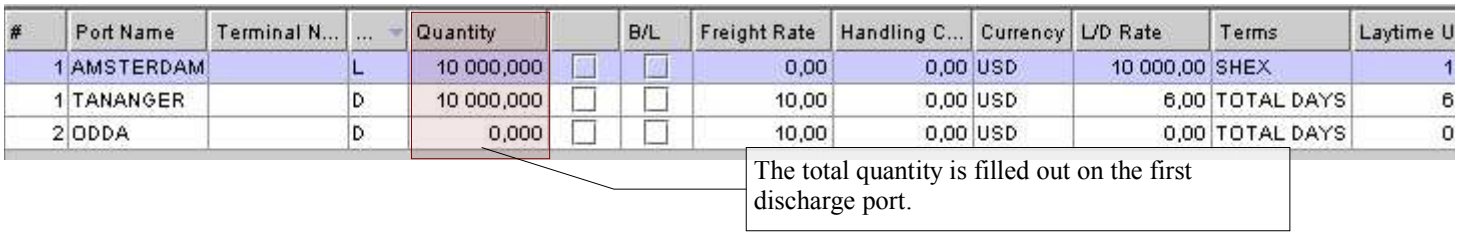
If applicable, enter the laycan. The *LayCan Check* field will be automatically calculated (see later in this document on how to use this function).

Shows the freight, overage and deadfreight resulting from the quanities and freight rates typed in.

Fill out the payment terms.

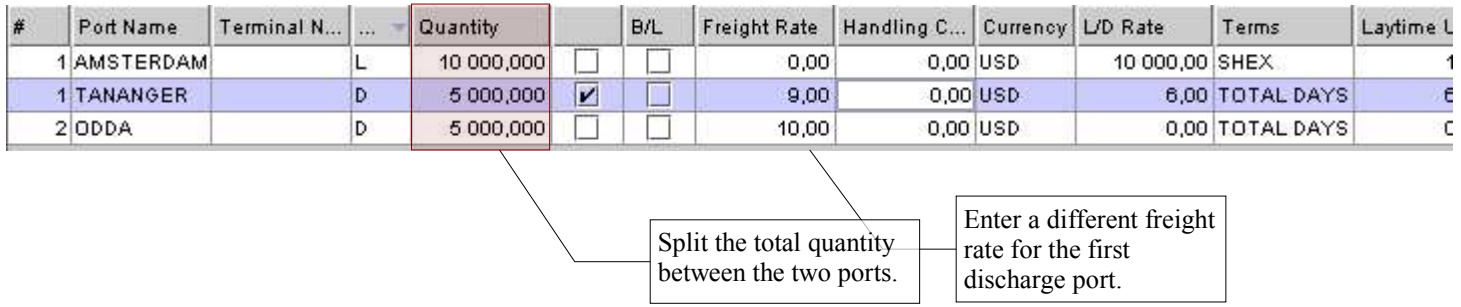
2.1.1 Entering Quantity and Freight Rates for Multiple Ports

- If multiple load- and or discharge ports are used on the cargo, the system will put all the quantity on the first load port and the first discharge port
- The result of typing the port rotation and entering the freight rate, quantities and terms is as follows (in this case we have added an additional discharge port (AMSTERDAM/TANANGER-ODDA):



#	Port Name	Terminal N...	...	Quantity		B/L	Freight Rate	Handling C...	Currency	L/D Rate	Terms	Laytime U
1	AMSTERDAM		L	10 000,000	☐	☐	0,00	0,00	USD	10 000,00	SHEX	1
1	TANANGER		D	10 000,000	☐	☐	10,00	0,00	USD	6,00	TOTAL DAYS	6
2	ODDA		D	0,000	☐	☐	10,00	0,00	USD	0,00	TOTAL DAYS	0

- Using this panel you can then break the quantity into each discharge port and also modify the freight rates if you have two different freight rates for each port:



#	Port Name	Terminal N...	...	Quantity		B/L	Freight Rate	Handling C...	Currency	L/D Rate	Terms	Laytime L
1	AMSTERDAM		L	10 000,000	☐	☐	0,00	0,00	USD	10 000,00	SHEX	1
1	TANANGER		D	5 000,000	☑	☐	9,00	0,00	USD	6,00	TOTAL DAYS	6
2	ODDA		D	5 000,000	☐	☐	10,00	0,00	USD	0,00	TOTAL DAYS	0

2.1.2 Using a Lumpsum Freight Rate

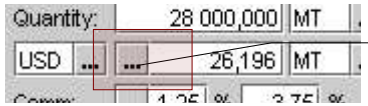
- The system will automatically recognise any freight rate above 10,000 as a lumpsum
- Just type the amount just like you would type any other freight rate

2.1.3 Calculating With a Minumum Quantity and Using Quantity Options

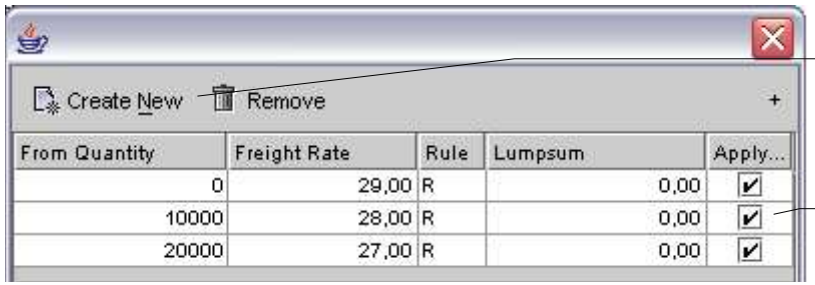
- If you type a quantity into the minumum quantity field, a deadfreight will be caclulated if the actual quantity is less than the booked quantity
- Using the *Quantity Option* fields, the system will automatically calculate the minimum quantity according to the option rule entered

2.1.4 Using Freight Rate Intervals

- It is possible to indicate intervals of freight rates to be used depending on how much quantity is loaded
- Click on the triple dot next to the freight rate field to bring up the freight rate interval box and enter the rate intervals:



Click on the triple dot next to the freight rate field.



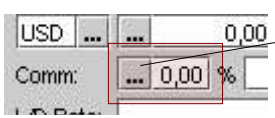
Use the **Create New** button to enter a new interval. In this example, there is one freight rate for quantity below 10000, one for quantity below 20000 and one if the quantity exceeds 20000.

In this case the *Apply To Total Quantity* is checked. This means that the only one of the freight rates entered will be used for the total quantity, depending on the size of the cargo. In our example above, the quantity is 28,000, so the freight rate will be 27. If you do NOT check this box, the calculation would be (10000 * 29) + (10000 * 28) + (8000 * 27).

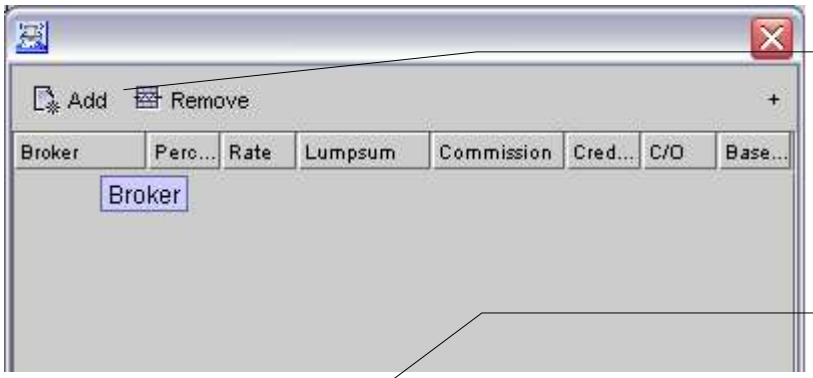
2.1.5 Breaking Down the Broker Commission

- The broker commission can simply be added as a percentage as displayed in the sample above
- This is a fast way to calculate the commission without the need to enter a lot of detail about each commission

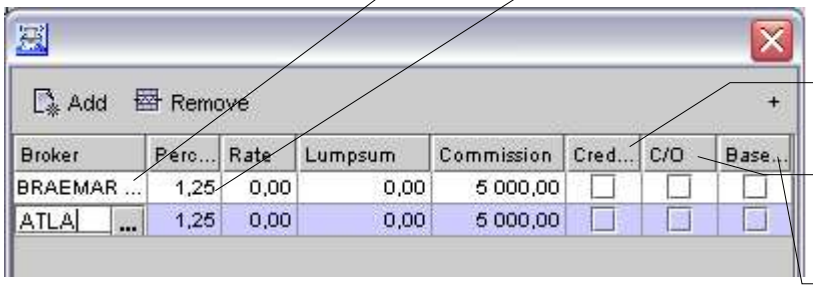
- You **should** break down the commission. This is done by clicking the triple dot next to the commission field and then adding each individual commission and additional information which is useful for invoicing of the freight later on:



Click on the triple dot next to the commission field.



Click on the **Add** button to add a broker and commission



Enter the name of the broker(s)

Enter the commission %

Check the Credit Charterer checkbox if this commission should be deducted when invoicing.

Check the C/Oif this broker shall be the adressee of the invoice.

Check the Basefreight Only checkbox if the commission should exclude demurrage and various revenue (freight only).

2.1.6 Entering the Loading and Discharging Rates

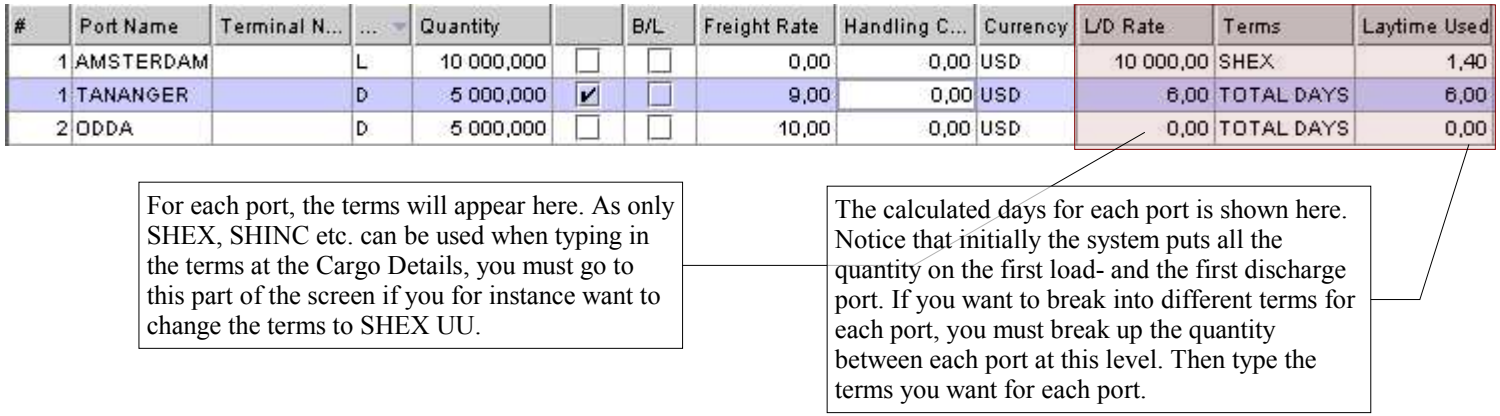
- Enter the load and discharging rates as indicated in the above sample

- This is a fast input for terms, and not all the different terms available can be used
- Valid terms are:

  X or SHEX for SHEX terms, example: 12000X or 12000SHEX
  C or SHINC for SHINC terms, example: 12000C or 12000SHINC
  D or DAYS for total days terms, example: 6D or 6DAYS
  H or HRS for total hours, example 20H or 20HRS

  Tip: If you don't type anything, SHINC will be used

- To see the resulting terms used by the system and the days calculated, look at the Cargo Port panel at the lower part of the screen:

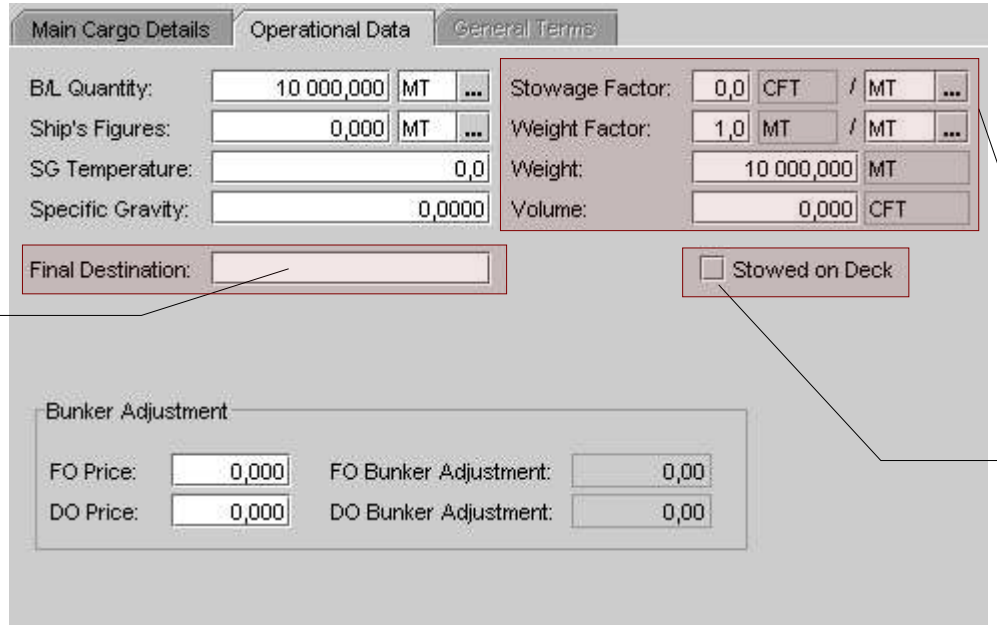


#	Port Name	Terminal N...	...	Quantity		B/L	Freight Rate	Handling C...	Currency	L/D Rate	Terms	Laytime Used
1	AMSTERDAM		L	10 000,000	☐	☐	0,00	0,00	USD	10 000,00	SHEX	1,40
1	TANANGER		D	5 000,000	☑	☐	9,00	0,00	USD	6,00	TOTAL DAYS	6,00
2	ODDA		D	5 000,000	☐	☐	10,00	0,00	USD	0,00	TOTAL DAYS	0,00

For each port, the terms will appear here. As only SHEX, SHINC etc. can be used when typing in the terms at the Cargo Details, you must go to this part of the screen if you for instance want to change the terms to SHEX UU.
The calculated days for each port is shown here. Notice that initially the system puts all the quantity on the first load- and the first discharge port. If you want to break into different terms for each port, you must break up the quantity between each port at this level. Then type the terms you want for each port.

2.2 Filling in the Operational Data

- The Operational Data panel mainly consists of data which is normally added later in the transportation process, like B/L quantities, prices for bunker adjustments, ship's figures etc.
- However, there are a few fields that can be important to indicate already at the booking stage:



Final Destination. This is just a free text field for typing in the final destination of the cargo. This can be either a port or inland destination.

Stowage and *Weight* factors. Fill out these if applicable. This will result in a correct calculation of the *Weight* and *Volume* fields.

NOTE: the *Weight* and *Volume* fields can also be typed in directly.

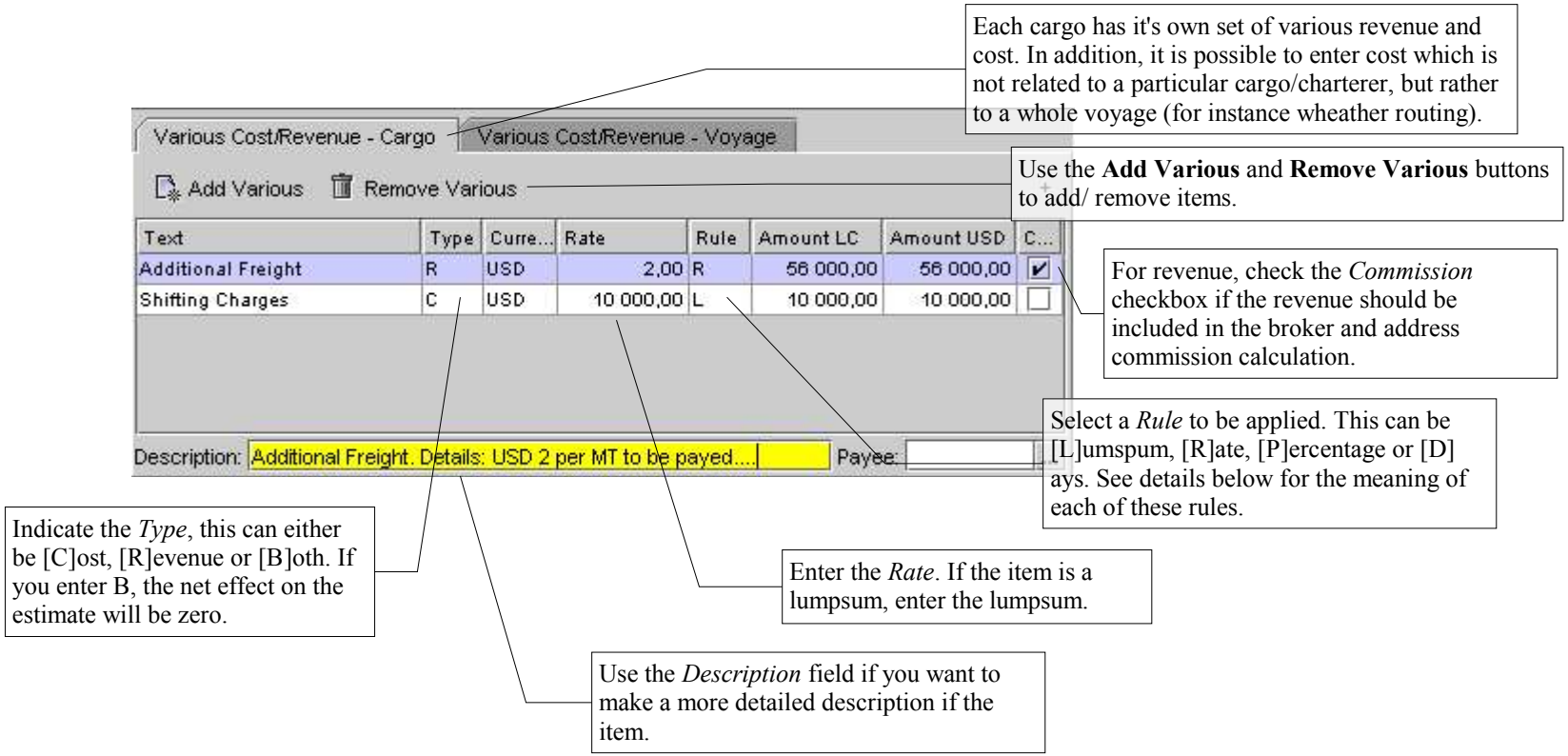
Check this box if you know that the cargo will be stowed on deck. This is important for utilisation calculations.

2.3 Estimating a Demurrage or Despatch

- See the Laytime Calculation user manual for details on how to estimate a demurrage or despatch for a booking.

2.4 Estimating Various Revenue and Cost Items

- The estimate contains certain fixed items like freight, commission, port cost etc.
- In addition, clients can build up an unlimited number of various revenue and cost items
- Check with your system administrator on who is responsible for maintaining this date in your company
- New various cost and revenye types are created using the General Master Data Admininstraton module


Each cargo has it's own set of various revenue and cost. In addition, it is possible to enter cost which is not related to a particular cargo/charterer, but rather to a whole voyage (for instance wheather routing).
Various Cost/Revenue - Cargo
Various Cost/Revenue - Voyage
Add Various
Remove Various
Use the Add Various and Remove Various buttons to add/ remove items.
Text
Type
Curre...
Rate
Rule
Amount LC
Amount USD
C...
Additional Freight
R
USD
2,00
R
56 000,00
56 000,00
Shifting Charges
C
USD
10 000,00
L
10 000,00
10 000,00
For revenue, check the Commission checkbox if the revenue should be included in the broker and address commission calculation.
Description:
Additional Freight. Details: USD 2 per MT to be payed....
Payee:
Select a Rule to be applied. This can be [L]umspum, [R]ate, [P]ercentage or [D]ays. See details below for the meaning of each of these rules.
Indicate the Type, this can either be [C]ost, [R]evenue or [B]oth. If you enter B, the net effect on the estimate will be zero.
Enter the Rate. If the item is a lumpsum, enter the lumpsum.
Use the Description field if you want to make a more detailed description if the item.

- The *Rules* are as follows:

[L]umpsum: will calculate the rate as a lumpsum
[R]ate: will multiply the *Rate* with the cargo quantity
[P]ercentage: will calculate the amount as a percentage of the total freight for the cargo
[D]ays: will multiply the *Rate* with the total number of days for the voyage

NOTE: the Days rule should normally ONLY be used in the Voyage section of the various revenue/ cost item panel.

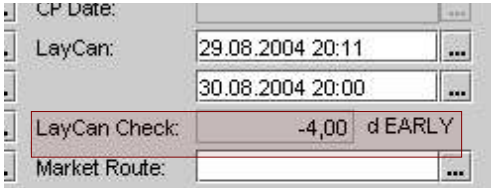
2.5 Estimating Handling Cost

- Handling cost is estimated by keying in an estimated rate per measurement amount. The total handling cost is then calculated by multiplying with the quantity column for the particular port.

#	Port Name	Terminal N...	...	Quantity		B/L	Freight Rate	Handling C...	Currency	L/D Rate	Terms	Laytime Used
1	AMSTERDAM		L	10 000,000	☐	☐	0,00	0,00	USD	10 000,00	SHEX	1,40
1	TANANGER		D	5 000,000	☑	☐	9,00	0,00	USD	6,00	TOTAL DAYS	6,00
2	ODDA		D	5 000,000	☐	☐	10,00	0,00	USD	0,00	TOTAL DAYS	0,00

2.6 Checking the Laycan

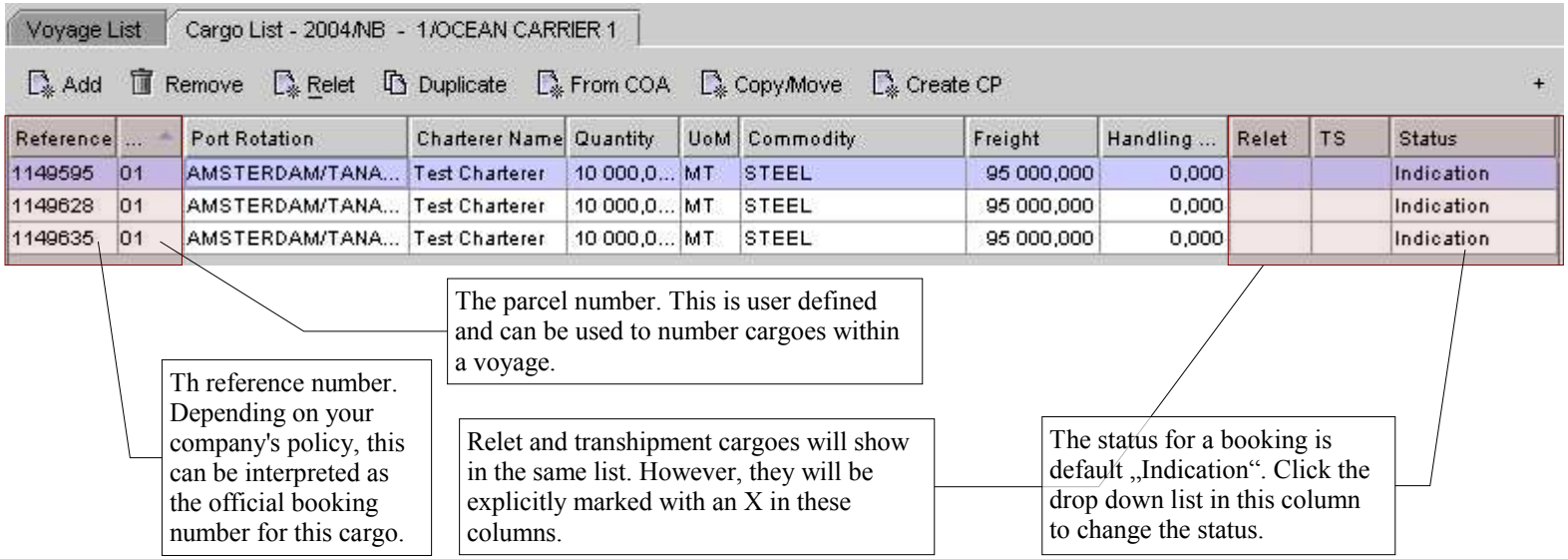
- The laycan dates for a cargo can be entered in the Main Cargo details. When you key in the laycan, the *Check* column will automatically calculate the number of days late or early. If vessel is estimated to arrive within the laycan, the field will show 0 days:



- The laycan check is calculated based on the ETD and estimated schedule

3 Working in the Cargo List

- The Cargo List lists all cargoes for a particular voyage
- Click on a cargo in the Cargo List to edit or perform other actions on the cargo
- The Cargo List can be filtered and sorted just like any other list in the system (see the Using the Dataloy Graphical User Interface)


Voyage List
Cargo List - 2004/NB - 1/OCEAN CARRIER 1
Add
Remove
Relet
Duplicate
From COA
Copy/Move
Create CP
Reference
...
Port Rotation
Charterer Name
Quantity
UoM
Commodity
Freight
Handling ...
Relet
TS
Status
1149595 01 AMSTERDAM/TANA... Test Charterer 10 000,0... MT STEEL 95 000,000 0,000 Indication
1149628 01 AMSTERDAM/TANA... Test Charterer 10 000,0... MT STEEL 95 000,000 0,000 Indication
1149635 01 AMSTERDAM/TANA... Test Charterer 10 000,0... MT STEEL 95 000,000 0,000 Indication
The parcel number. This is user defined and can be used to number cargoes within a voyage.
Th reference number. Depending on your company's policy, this can be interpreted as the official booking number for this cargo.
Relet and transhipment cargoes will show in the same list. However, they will be explicitly marked with an X in these columns.
The status for a booking is default „Indication“. Click the drop down list in this column to change the status.

3.1 Removing a Cargo

- To remove a cargo completely from the system, select the cargo in the cargo list and click the **Remove** button.